

**WORK ORDER BASED MULTIDISCIPLINARY PLANNING AND ENGINEERING
SERVICES FOR THE TRANSIT SPEED AND RELIABILITY PROGRAM
RFP No. E33008E
ADDENDUM NO. 1**

Proposers are hereby notified that the document of said Request for Proposals has been amended as hereinafter set forth:

Ref	Page	Location and Description of Change
1.1	ii	SUBCONSULTANT OPPORTUNITIES The list of subconsultant opportunities is hereby deleted in its entirety and replaced with the following: "TRAFFIC COUNTS AND RELATED DATA COLLECTION; CIVIL ENGINEERING; URBAN DESIGN; ARCHITECTURE; LANDSCAPE ARCHITECTURE; COST ESTIMATING"
1.2	12-14	III. Procurement Process H. Civil Rights Requirements Part 3 – Non-Discrimination in Subcontracting Practices Part 3 is hereby deleted in its entirety and replaced with the new Part 3 attached to this Addendum No. 1 as Attachment 1.

This Addendum No.1 shall form a part of the Request for Proposals document.

Date: July 8, 2003

King County

Finance & Business Operations Division

Procurement & Contract Services Section

Exchange Building, 8th Floor, EXC-FI-0825

821 Second Avenue

Seattle, Washington 98104

Issued by:


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Contracts Specialist

PART 3 – NON-DISCRIMINATION IN SUBCONTRACTING PRACTICES

A. *Record-Keeping Requirements.* The selected Consultant shall maintain, for at least six years after completion of all work under this Agreement, records and information necessary to document its level of utilization of businesses (including their status as a M/WBE) as subconsultants and suppliers under this Agreement and in its overall public and private business activities for the same period. The selected Consultant shall also maintain, for at least six years months after completion of all work under this Agreement, all written quotes, bids, estimates or proposals submitted to the Consultant by all businesses seeking to participate on this Contract. The Consultant shall make such documents available to the County for inspection and copying upon request. The Consultant shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

B. *Small Business and Minority and Women Business Enterprises Opportunities.* King County encourages proposers to utilize small businesses, including Minority-owned and Women-owned Businesses Enterprises (“M/WBEs”) in County contracts. The County encourages proposers to use the following voluntary practices to promote open competitive opportunities for small businesses, including M/WBEs:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to provide project information and to inform small businesses and other firms of contracting and subcontracting opportunities.
2. Placing all qualified small businesses, attempting to do business in King County, including M/WBEs, on solicitation lists, and providing written notice of subcontracting opportunities to these firms capable of performing the work, including without limitation all businesses on any list provided by the County, in sufficient time to allow such businesses to respond to the written solicitations.
3. Breaking down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by small businesses, including M/WBEs.
4. Establishing delivery schedules, where the requirements of this Agreement permit, that encourages participation by small businesses, including M/WBEs.
5. Providing small businesses, including M/WBEs that express interest with adequate and timely information about plans, specifications, and requirements of the Agreement.
6. Using the services of available community organizations, consulting groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses, including M/WBEs.
7. The Washington State Office of Minority and Women's Business Enterprises (OMWBE) can provide a list of certified M/WBEs. OMWBE may be reached at (360) 753-9693.

Further, the County encourages small businesses, including M/WBEs, to participate in the following practices to promote open competitive opportunities:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to receive project information and to inform prime proposers/proposers of contracting and subcontracting capabilities.
2. Requesting placement on solicitation lists, and receipt of written notice of subcontracting opportunities.

3. Utilizing the services of available community organizations, consulting groups, local assistance offices, local publications including newspapers which advertise contracting opportunities, the County, and other organizations that provide assistance in the recruitment and placement of small businesses, including M/WBEs.

C. *Equal Employment Opportunity*. The Consultant will implement and carry out the obligations in its Affidavit and Certificate of Compliance regarding equal employment opportunity, and all other requirements as set forth in the Affidavit and Certificate of Compliance.

D. *Unfair Employment Practices*. King County Code Chapter 12.18 is incorporated by reference as if fully set forth herein and such requirements apply to the Agreement. During the performance of the Agreement, neither the Consultant nor any party subcontracting under the authority of the Agreement shall engage in unfair employment practices. It is an unfair employment practice for any:

1. Employer or labor organization to discriminate against any person with respect to referral, hiring, tenure, promotion, terms, conditions, wages or other privileges of employment;
2. Employment agency or labor organization to discriminate against any person with respect to membership rights and privileges, admission to or participation in any guidance program, apprenticeship training program, or other occupational training program;
3. Employer, employment agency, or labor organization to print, circulate, or cause to be printed, published or circulated, any statement, advertisement, or publication relating to employment or membership, or to use any form of application therefore, which indicates any discrimination unless based upon a bona fide occupational qualification;
4. Employment agency to discriminate against any person with respect to any reference for employment or assignment to a particular job classification;
5. Employer, employment agency or a labor organization to retaliate against any person because this person has opposed any practice forbidden by KCC Chapter 12.18 or because that person has made a charge, testified or assisted in any manner in any investigation, proceeding or hearing initiated under the provisions of KCC Chapter 12.18;
6. Publisher, firm, corporation, organization or association printing, publishing or circulating any newspaper, magazine or other written publication to print or cause to be printed or circulated any advertisement with knowledge that the same is in violation of KCC Chapter 12.18.030.C., or to segregate and separately designate advertisements as applying only to men and women unless such discrimination is reasonably necessary to the normal operation of the particular business, enterprise or employment, unless based upon a bona fide occupational qualification; and/or
7. Employer to prohibit any person from speaking in a language other than English in the workplace unless:
 - (a) The employer can show that requiring that employees speak English at certain times is justified by business necessity, and
 - (b) The employer informs employees of the requirement and the consequences of violating the rule.

E. *Record-Keeping Requirements and Site Visits*. The Consultant shall maintain, for at least six years after completion of all work under this Agreement, the following:

1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and
2. Records, including written quotes, bids, estimates or proposals submitted to the Consultant by all businesses seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to subconsultants and suppliers in this Agreement, including employment records or records relating to the use of Disadvantaged Business Enterprises (DBEs).

The County may at any time visit the site of the work and the Consultant's office to review the foregoing records. The Consultant shall provide every assistance requested by the County during such visits. In all other respects, the Consultant shall make the foregoing records available to the County for inspection and copying upon request. If this Agreement involves federal funds, the Consultant shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in this Agreement.